



Focus on Fleet

Winter 2003

A publication of the SC Budget and Control Board
General Services Division, Office of State Fleet Management

From the State Fleet Manager

Did you like the snow? Did you have to drive in the snow, or were you able to stay home and enjoy the "Snow Days?" If you were out driving in it, did you complete your trip without incident?

Of course it is a little late for this article to help you deal with that January snow, but there is always the chance for more. There are some simple rules that will help you avoid those ugly sounds of "cryin' tires and bustin' glass" and the crunch of bent fenders (or worse) if you have to drive in adverse conditions. The first and most important rule is **SLOW DOWN**, and the second is **GREATER FOLLOWING DISTANCES**—much greater. Slick conditions mean that the distance it takes to stop, even at slower speeds, is increased dramatically. Of course there are some no-brainers like making sure your windows are clear of snow and ice, and that visibility is not restricted, your tires are properly inflated and have sufficient tread, and that the vehicle is otherwise in proper working order.

Of course, this is all just common sense, and I don't need to remind you, do I?

On another somber note, and with an eye toward the future, current fleet industry publications report that the Federal Department of Energy is predicting at least a

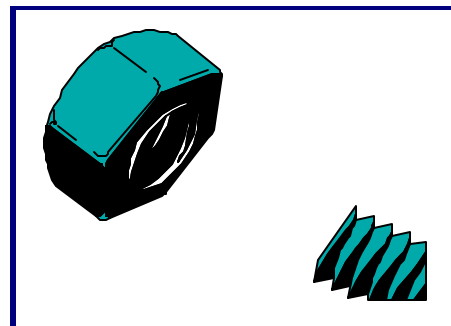
ten cent per gallon increase in fuel cost by spring, with further increases into the summer months. These conservative projections do not factor in any supply disruptions because of war in the Middle East. DOE also predicts that if prices climb significantly higher, the Bush administration may release oil from the Strategic Petroleum Reserve in order to boost supply and help control prices.

However, if the U.S. does go to war with Iraq, the situation could change significantly. If the conflict and resulting disruptions of supply are short term, the effect on prices will be minimal; if the conflict goes on, however, or if Saddam Hussein destroys his oil fields rather than surrender them to Allied control, Americans could see pump prices hit three or four dollars a gallon; some analysts say **\$5.00 a gallon is not impossible**. Under this scenario, the increase in price could extend well past the end of the conflict until Iraq's oil fields could be reopened and world crude supplies stabilized.

That's just one more thing to think about in next year's budget. We'll just have to wait and see. In the meantime,

...Y'all be safe out there!

—Gerald W. Calk
State Fleet Manager



Parts Contract Underutilized

The Materials Management Office, part of the State Budget and Control Board, expends a great deal of time and effort to negotiate the best prices for many items commonly used by State agencies. Unfortunately, our Maintenance Facility Certification Reviews this year have shown that Agencies are underutilizing the State parts contract, which has been in force since December 2001.

Maintenance Facility personnel **must** check the prices in the contract before they order to ensure the *parts vendors* are giving the correct discounts.

To see the contract, go to <http://www.state.sc.us/mmo/contract/spsclist.htm>

Inside Focus on Fleet:

- Corn Juice on Sale! (5)
- SCESIS Other Equipment Module (3)
- Photos of upgraded CNG Station (4)
- Permanent Assignment Changes (4)
- Focus on Safety (2)
- New look, features for SFM Web site (3)
- Fleet Safety Awards (2)
- Maintenance Awards (6)



Focus on Safety

Fleet Safety Awards for FY 2002

In 1987, the Budget and Control Board approved the State Fleet Safety Program. Since that time, implementation of the program has helped to reduce the number of accidents involving State vehicles.

State vehicles traveled 162,657,548 miles last fiscal year and had an Accident Frequency Rate (AFR) of 6.59 accidents per million miles.

During FY 2002, 5,232 State employees successfully completed the Defensive Driving Course or the Driver Improvement Program, and 3,480 drivers earned Safe Driving Awards.

At the last meeting of the South Carolina Governmental Fleet Managers Association (SCGFMA), State Fleet presented Fleet Safety Awards to several agencies. The awards go to the agencies (within size category) that have the lowest AFR and best administer the provisions of the State Fleet Safety Program.

The award for best Large Agency was presented to the SC Department of Parks, Recreation and Tourism. Edmond J. Brown, Safety Coordinator, accepted the award on behalf of the agency, whose AFR was only 1.28.

The award for best Medium Agency was presented to the SC Educational Television Network, with an AFR of 3.01. Rita Dorton

and Wendy Schneider accepted the award on behalf of ETV.

The SC Department of Archives and History received the award for the best Small Agency; their AFR was a phenomenal 0.00.

Coastal Carolina University received the award for Most Improved Agency. Transportation Coordinator Amber Anderson accepted the award on the University's behalf.

State Fleet Management congratulates these agencies on their outstanding accomplishments.

Traffic Crashes also Costly for Employers

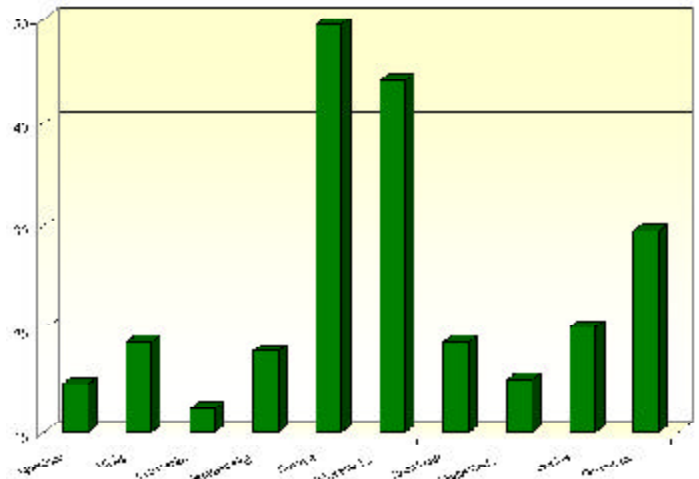
According to the National Highway Traffic Safety Administration (NHTSA), the toll of job-related traffic crashes not only causes some 330,000 injuries, but also costs employers \$43 billion annually.

Aside from the cost in human suffering, on-the-job traffic crashes annually cost employers about \$3.5 billion in property damage, \$7.9 billion in medical care and emer-

gency service taxes, \$17.5 billion for wage premiums, \$4.9 billion for workplace disruption (to hire and train either new or temporary employees) and \$8.5 billion in disability and life insurance costs.

The American Society of Safety Engineers recommends businesses take more responsibility to promote safe driving techniques, including classroom training, increasing public outreach, and one-to-one training of employees.

Percent of OJT Fatalities that are transport accidents, by industry



Transportation Accidents No. 1 Cause of On-the-Job Fatalities

According to the Federal Bureau of Labor Statistics, the leading cause of on-the-job deaths in 2001 was transportation accidents, accounting for 24% of fatalities. Workers in the 35-to-44-year-old age group were the most likely to die on the road.

Among those who met their end in an on-the-job accident, the industries most represented were the Transportation/Public Utilities sector and the Wholesale Trade sector. These two industries had the highest percentage of their fatal accidents occurring on the road at 49.5 and 44.1 percent respectively.

State Agencies are strongly encouraged to think proactively about their Fleet Safety practices to avoid having **any** fatal accidents on the job. For more information on the Fleet Safety Program, contact Ron Tvorik at 803-737-1602.

South Carolina State Budget and Control Board

Mark Sanford, *Chairman, Governor of South Carolina*

Grady L. Patterson, *State Treasurer*

Richard Eckstrom, *Comptroller General*

Hugh K. Leatherman, Sr., *Chairman, Senate Finance Committee*

Robert W. Harrell, Jr., *Chairman, House Ways and Means Committee*

Frank W. Fusco, *Executive Director*

Joseph O. Rogers, III, *Director, General Services Division*

Gerald W. Calk, *State Fleet Manager*

Jonathan Eason, *Editor*

Margie Valladares, *Associate Editor*

Focus on Fleet is published four times a year by the South Carolina Budget and Control Board, General Services Division, Office of State Fleet Management, 1022 Senate Street, Columbia, SC 29201-3160.

New Look, Features for SFM Web Site

Since 1998, State Fleet Management has led the way among State agencies in terms of Web content. Our Web site was feature-packed; it contained most of the forms that we use at State Fleet, as well as links to State fuel prices and driver training class schedules. Unfortunately, it was sometimes tricky for users to find the content they needed. All that is changing now. In November 2002, State Fleet Manager Gerry Calk organized a committee to redesign the Web site.

State Fleet's Web site will retain most of its content, but will add some important features. Most important of all, the site will

be reorganized along functional lines to make it easier for users to find information.

Here are some of the new or improved features:

- Every form used by State Fleet Management will be fillable online.
- A page listing all SFM services.
- A long-awaited Frequently Asked Questions (FAQ) page.
- A link to a searchable list of stations where you can use your Wright Express Card.
- Comprehensive information about the State Fuel Card program.

- Complete information about the State Fleet Safety Program, including a training schedule.

Members of the committee are working with Doug Smoak, General Services Division Webmaster. When the new site "goes live," it will still be "a work in progress," says Doug. "That's the nature of the Web." State Fleet's representatives on the committee are Teresa Duncan, Peggy Kirkland, Rob Malpass and Keith Watts; the committee chairman is Jonathan Eason.

For more information about the State Fleet Web site, contact Jonathan Eason at 803.737.1239. Visit the site at <http://www.ogs.state.sc.us/statefleet>.

Changes in Permanent Assignment Procedures

A revised Permanent Assignment Form 980-R was recently sent to all Agency Transportation Coordinators. If your agency has any permanent assignments on file at State Fleet Management (SFM), you should have also received a report listing these records. Upon reviewing this information, you may find it necessary to update your records. Here are some tips concerning questions we have recently answered to assist in completing the forms. *Complete instructions are located on the back of the second page of the form.*

It is not necessary to complete a new form when making the following changes:

- To Withdraw a vehicle and driver only: make a copy of the file copy your agency retained, put in the vehicle Tag Number and Effective Date in Withdrawal space and forward the copy to Linda Watts at SFM.
- To correct the Driver's License Number or Expiration Date: send a copy of your file copy, add correct information, and circle or highlight the information to be corrected.
- To change a Tag Number, if the vehicle is the same: use a copy of the

original form, check the Information Update Box, and put the correct Tag Number in the Vehicle Information portion of the form.

New forms should be used when only one employee is assigned a state-owned vehicle on a full-time basis. If two or more persons use a vehicle it is not a permanent assignment.

- If an employee has been issued a new vehicle: a new form should be completed. Completion should include the new Tag Number with the Vehicle Information.
- The Operator Information should include the full name (no nicknames), and **MUST** have the Driver's License Number with the **complete** Expiration Date.
- There should be three signatures on each form: the **employee** must **sign and date** Section III. The **Supervisor and Agency Head Approvals** must also be signed and dated.

If all information on the report is correct, your agency will not need to complete new forms until you have a change of drivers or vehicles. If you have any questions about permanent assignments, please call Linda Watts at (803) 737-1508.

FY 2002 Management Review Gets Underway

In January of this year, State Fleet Management circulated the questionnaire for the FY 2002 Management Review. State Fleet is required by law to prepare the Management Review and submit it to the Budget and Control Board every year.

The purpose of the Management Review is to "report annually to the Budget and Control Board and the General Assembly concerning the performance of each state agency in achieving [maximum cost-effectiveness] ... and include in the report a summary of [State Fleet's] efforts in aiding and assisting the various state agencies in developing and maintaining their management practices in accordance with the comprehensive statewide Motor Vehicle Management program. This report shall also contain any recommended changes in the law and regulations necessary to achieve these objectives."

If you have not yet returned your agency's Management Review Questionnaire, please take a few minutes to fill it in and send it back to Jonathan Eason at State Fleet Management, 1022 Senate Street, Columbia, SC 29201, or by fax at 803.737.1160. Our report is only as good as the information we receive, so please be cooperative!

CNG Station Open for Business

Work on the Compressed Natural Gas Station located at the corner of Flora and Assembly streets is progressing nicely. A new compressor has been installed as well as new dispensers.

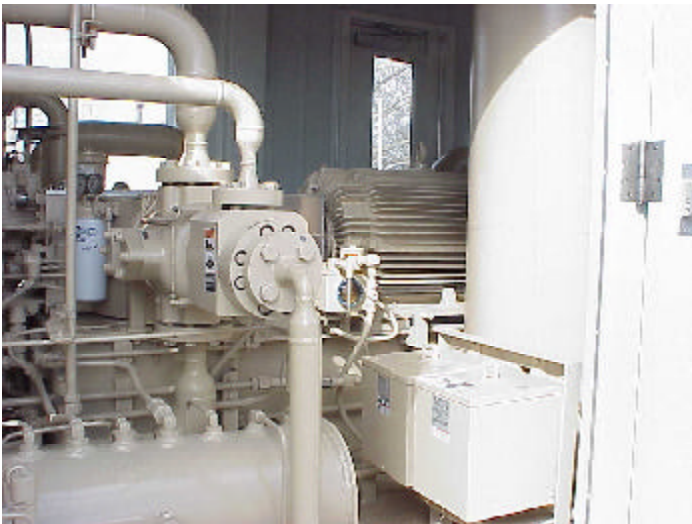
The upgrades at the station are a part of the arrangement reached between the Central Midlands Regional Transit Authority, SCE&G and The State Energy Office. When the site is fully operational, State-owned vehicles will be able to purchase CNG fuel using the WEX Fuel card.

Plans are to have all upgrades completed by early March. If you have any questions about fueling your CNG vehicle, please contact Jeff McCormack by phone 803.737.1504, or e-mail jmccormack@ogs.state.sc.us.

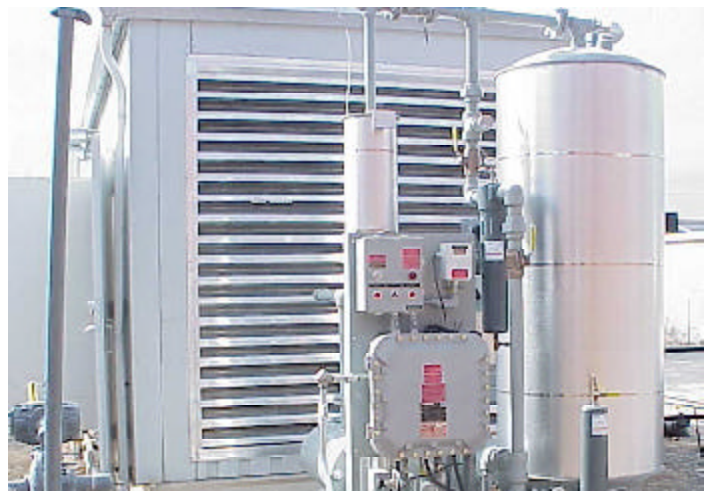
For more, bigger and higher-quality pictures, visit the State Fleet Management Web site at <http://www.ogs.state.us/statefleet>.



Louis Fernandez of the Central Midlands Regional Transit Authority demonstrates the CNG pump with one of the RTA's new buses.



An inside view of the new compressor at the RTA's new CNG station.



An outside view of the compressor shed at the new CNG station.



A closer view of the CNG meter.

Facts about CNG

- **Clean Burning:** Natural Gas is the cleanest burning alternative transportation fuel available today. Natural Gas vehicles have been certified to the most demanding environmental emission standards.
- **Safer:** Natural Gas is not corrosive, and will not contaminate groundwater.
- **Economical:** On average, Natural Gas is 30% cheaper than gasoline.
- **Patriotic:** Using Natural Gas reduces our dependence on foreign petroleum. It is a relatively inexpensive, domestically available product.
- **Bridge to the Future:** An excellent precursor to hydrogen fuel cell transportation. Natural Gas can help move the industry into the future.

Personnel News

State Fleet Hires Two New Team Members

In November 2002, State Fleet Management hired two new Team members to fill vacant positions. Both are members of the SFM Program Support Team (Team Leader Cheryl Swan).

Kiala Grate is a native of Georgetown, South Carolina. She graduated *summa cum laude* from Benedict College with a Bachelor of Science in Criminal Justice (minor in Political Science). She is a Fiscal Technician in Accounts Payable. She has previously worked at the United States Probation Office as a Parole Officer Assistant. The youngest of six children, Kiala also has a five-year-old daughter. Her hobbies include shopping, reading and travel.

Barabara Sellers is a veteran of the Department of Alcohol and Other Drug Abuse Services, where she began work after her mother retired as Human Resources director. She is State Fleet's Information Services Coordinator, the person to whom computer users turn for problems with their workstations and printers. She has also previously worked for the SC Department of Social Services, where she coordinated the Independent Transportation Program until the funding shifted away from DSS at the transfer of the bus system to the Central Midlands Regional Transit Authority. She has four grandchildren; her husband is preparing to retire from DSS. Her main interests outside work are USC sports and volunteering in political campaigns.



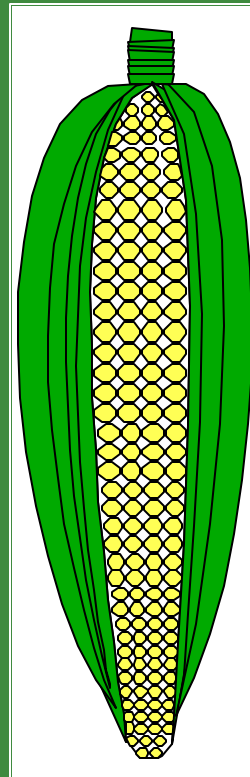
Need Gas? Budget Tight? Got a Flex-Fuel Vehicle?

Well, you should know that DHEC is selling Corn Juice (**E-85**) for only \$1.05 a gallon from its location at 2600 Bull Street.

Yes! Only \$1.05 a gallon! This is a savings of 33% over the current price of regular unleaded in Columbia. However, today is only Wednesday, so next week it might be an even bigger savings. The price reduction is made possible by a generous **subsidy** from the Federal government.

So, the next time you're tooling around in your **FFV** and the fuel gauge is running low, you might want to head over to DHEC and fuel up over there.

Remember — OPEC may have the most oil, but nobody grows **corn** like the U.S. of A!



SCEMIS Other Equipment Module Available

In March 2002, the South Carolina Equipment Management Information System threw the switch on a new module that many of our users will find useful: the Other Equipment module. The OM module is designed to extend the speed and flexibility of SCEMIS in a module that allows agencies to manage not only their vehicles, but their tractors, lawnmowers, weed-eaters and other equipment as well.

All SCEMIS users now have access to the Other Equipment module. It can be found on the SCEMIS Main Menu. OM allows full tracking of labor and parts on almost any conceivable type of equipment a State shop might have to service. OM also allows Agency users to enter new equipment in SCEMIS without going through State Fleet Management's requisition process, and to process turn-ins (disposals) of equipment when it reaches the end of its service life.

State Fleet Management's regulatory mandate covers only State-owned vehicles (with a few exceptions), but some agencies that have their own repair shops also work on non-license-plated equipment. Until the OM module came along, SCEMIS agencies had to use a different system to track their non-license-plated equipment. It is State Fleet's hope that Agencies already using SCEMIS for their vehicles will also use the Other Equipment Module for their non-license-plated inventory.

OM provides a range of ready-made reports. They can be found under OP in the Other Equipment Module.

For more information about the Other Equipment Module, including an instruction booklet, contact Jonathan Eason at 803.737.1239 or by E-mail at JEason@ogs.state.sc.us.

General Services Division
State Fleet Management
1022 Senate Street
Columbia, SC 29201



Maintenance Awards

The South Carolina Maintenance Facility Certification Program is designed to ensure that all State-owned Maintenance Facilities are operated in accordance with the Motor Vehicle Management Act. The program requires that each facility be certified annually. SFM conducts an on-site review of each facility at least every third year. In other years, SFM monitors compliance through a questionnaire.

State Fleet also conducts another review when the Shop Supervisor changes in order to ensure that the new supervisor is aware of the requirements and is on the right track. This eliminates problems encountered when some mistakes are not found early.

Facilities are inspected on the following criteria:

- Purchasing of supplies and parts
- Inventory control
- Uniform work order and record-keeping assigning actual maintenance cost to each vehicle

- Preventive maintenance program for each class of vehicle
- Cost-effective facility operations
- Safety

In order to receive an Outstanding rating, a maintenance facility must receive an on-site review with no prominent violations. The facility must have detailed maintenance records with excellent audit trails and a clean and safe working environment, and the personnel must show a sense of pride in the performance of their mission.

There is no guarantee that any facility in the State will receive an Outstanding rat-

ing. In FY2002, only one facility earned an Outstanding rating.

At the last meeting of the South Carolina Governmental Fleet Managers Association (SCGFMA) on 29 October 2002, Elise Portee of SFM presented the Outstanding Maintenance Facility Award for FY2002 to the SC Department of Transportation's **Laurens County Maintenance Facility**. Ervin Meece, Shop Supervisor, Steve Coleman, District Mechanical Engineer; and David Cook, Assistant Director for Supply and Equipment, accepted the award on behalf of SCDOT.

Coming in the next *Focus on Fleet*:

- New SFM Web site goes live
- War Stories: Profiles of SFM's Military personnel
- Gas prices, and ways you can make your fuel dollar go farther
- Focus on Safety